

CHECKLIST FOR RESUMING COURT OPERATIONS

District Number 3

Name of County Crawford

1. Facility Status

The courthouse or other county facility where judicial operations take place is open to the public.

Entire courthouse is open to the public with the exception of the clerk of court's office. Clerk's office plans to reopen July 13.

☐ Yes ☒ No

2. Staffing Schedule

A staffing schedule has been prepared so that social distancing/PPE is maintained in all court controlled workspaces. For example, where desks or work stations cannot be reconfigured to maintain 6' or more of social distancing, a rotation schedule is in place so that only a certain number of employees are onsite at a given time and other employees work remotely until they are scheduled to work onsite.

☒ Yes ☐ No

Shift start/stop times, break times, and lunchtimes are staggered to minimize the congregating of employees in any areas.

☒ Yes ☐ No

3. Workspace/Work Environment Safety

Work stations and desks in office suites are configured so that 6' of social distancing is maintained or a staffing schedule addresses social distancing.

☒ Yes ☐ No

Shared equipment such as conference phones, audiovisual equipment, copiers or file cabinets are spaced to allow social distancing during use, and PPE is available near shared equipment to wipe down touchpoints after use.

☒ Yes ☐ No

4. Courtrooms/Overflow Rooms

Courtroom spaces are configured so that at least 6' of distance separates all participants in court proceedings and the gallery has been marked or cordoned off so that occupancy is limited to where people maintain 6' of distance between each other in all directions. ***No permanent physical changes shall be made without the approval of the county.***

☒ Yes ☐ No

Courtroom diagram is attached.

If overflow rooms are needed, an effort will be made to accommodate public viewing by discussing technology options with JBIT and implementing a plan with state court administration.

☒ Yes ☐ No

5. Case Scheduling and Processing

There are limits on the number of hearings in a given time period.

☒ Yes ☐ No

County Attorney's office and clerk's office are cooperating to ensure scheduling is appropriately spread out.

Cases are scheduled in such numbers so that 6' of social distancing is always being maintained by all occupants within the courtroom and for those queuing outside the courtroom.

☒ Yes ☐ No

If distancing is unable to be maintained by people waiting, they will be checked in and contacted when their court time arrives.

Other arrangements have been made to maintain the number of individuals present for court proceedings at any given time. Some examples include the following:

- Additional reporting locations within the facility for queuing
- Checking-in court participants and asking them to wait in their cars or locations nearby and then texting them to report to the courtroom when ready
- The use of larger auditorium type spaces within the community

☒ Yes ☐ No

6. Public Terminal Kiosks

Public terminal kiosks are spaced to maintain 6' of social distancing.

☒ Yes ☐ No There is only one kiosk. It is 6' or more from all persons.

Keyboard protectors are in place for all public kiosks.

☒ Yes ☐ No

Hand sanitizer and spray disinfectant or wipes are available for all public kiosks.

☒ Yes ☐ No

Signage is posted instructing users how to appropriately wipe down the terminal after each use.

☒ Yes ☐ No

7. Clerk of Court and District Court Services

A system has been developed to allow people to schedule an appointment to receive services in order to minimize the number of people congregating within or outside offices at any given time.

☒ Yes ☐ No

8. PPE

There is an adequate supply of face masks on site so that every employee replaces mask daily.

☒ Yes ☐ No

Face shields are available for all employees who requested one through the employee survey.

☒ Yes ☐ No

Face shields are available for the use of every witness for the number of trials occurring within the facility at any given time, and procedures are in place for cleaning and storing the shields after each use.

We currently have only one (1) face mask. More have been ordered and are apparently on the way.

☐ Yes ☒ No

There is an adequate supply of hand sanitizer available on site for each office suite and courtroom.

☒ Yes ☐ No

There is an adequate supply of disposable gloves for each office suite.

☒ Yes ☐ No

There is an adequate supply of spray disinfectant or wipes in each courtroom to be used for cleaning counsel tables and witness areas after each use.

☒ Yes ☐ No

A protocol is in place for employees to clean and disinfect their personal workstation at the beginning and the end of every shift.

☒ Yes ☐ No

9. Signage

The following signs are posted at the entrances of courtrooms and court controlled spaces advising the public to abide by the following:

"Do NOT enter if any of the following apply:

- 1. You have recently been in close contact with someone who has COVID-19.*
- 2. You have tested positive for COVID-19 in the last 14 days.*
- 3. You are experiencing symptoms of Covid-19 per CDC Guidelines"*

☒ Yes ☐ No

"Upon entering, please maintain 6' of distance in all directions between yourself and others."

☒ Yes ☐ No

"A mask must be worn when entering this space."

☒ Yes ☐ No

"The number of people permitted in the courtroom/office is (X)."

☒ Yes ☐ No

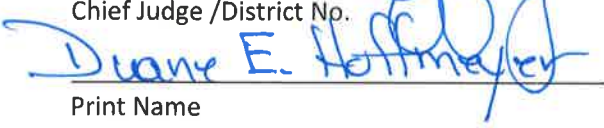
Contact Tracing

The Judicial Branch's policy on contact tracing has been reviewed and will be followed should the need arise.

☒ Yes ☐ No

The responses above accurately reflect the preparations that have been taken for reopening courtrooms and court controlled spaces in the above noted county.


Chief Judge /District No.



Print Name


Date

APPROVED BY:


Todd Nuccio

State Court Administrator


Date

June 29, 2020

Contingent upon face shield being in hand at the time of opening.

ATTACHMENT D: PRESIDING JUDGE

District Number: 3B

Name of County: Crawford

This Attachment follows the outline of the "Checklist For Resuming Court Operations."

1. Facility Status

- a. The courthouse has been opened by the supervisors and is fully accessible to the public as far as the county is concerned.
- b. The treasurer's office is requiring appointments to be made for driver's license testing and certain other functions, but that is due to their current backlog and does not present an accessibility issue. The office is open to the public.
- c. The Clerk of Court's office (3rd Floor) is not currently accessible to the public except for emergency services and by appointment. This is due to reduced staffing in the office because the office staff is on a work-from-home rotation schedule.
- d. **The Clerk of Court's office plans to be fully staffed and fully open to the public starting on July 13, 2020.**

2. Staffing Schedule

- a. All desks and workspaces are all configured to allow 6' or more of social distancing.
- b. Shift start/stop times, break times, and lunchtimes are staggered to minimize the congregating of employees in any areas.

3. Workspace/Work Environment Safety:

- a. All desks and workspaces are all configured to allow 6' or more of social distancing.
- b. Shared equipment is spaced to allow for social distancing and PPE is available to wipe down touchpoints after use.

4. Courtroom/Overflow Rooms:

- a. Please refer to **attached diagram** of the Crawford County Courtroom, which indicates a proposed seating plan to maintain 6' or more of social distancing between all persons.
- b. The diagram is a rough drawing and is not to scale. The Courtroom has been configured according to the diagram and permissible seating is marked.
- c. In addition to the judge, court reporter, witness, counsel, and parties, the courtroom will accommodate 27 persons allowing for 6' or more of social distancing.
- d. We do not anticipate the need for an overflow room, but if such is needed, an effort will be made to accommodate public viewing by discussing technology

options with JBIT and implementing a plan with state court administration. There is a large conference room on the first floor of the courthouse that would accommodate approximately 15 persons with social distancing. There are other possible options in the community if necessary

5. Case Scheduling and Processing:

- a. There is not a specific number of cases that may be scheduled for a specific time period, but both the County Attorney's Office and the Clerk of Court's office will cooperate to ensure that hearings are spread out throughout the day on court service days and to eliminate the docketing of matters not requiring live hearings.
- b. The primary method that will be used to limit the number of persons present at any given time is to check in participants and ask them to wait in their cars or at locations nearby, and then texting and/or calling them to report to the courtroom when ready.

6. Public Terminal Kiosks:

- a. There is only one public terminal kiosk.
- b. It is located to maintain 6' of social distancing
- c. It has a keyboard protector
- d. Hand sanitizer and disinfectant wipes are in place next to the kiosk
- e. Signage is posted on the kiosk regarding wiping down the terminal after each use

7. Clerk of Court and District Court Services:

- a. A system has been developed to allow people to schedule an appointment to receive services in order to minimize the number of people congregating within or outside offices at an given time.
- b. Only one person will be allowed in the clerk's office at a time to conduct business
- c. The front counter has been fitted with plexi-glass shields
- d. No queueing closer than 6' will be permitted outside the office

8. PPE:

- a. There is an adequate supply of face masks on site so that every employee replaces mask daily.
- b. Face Shields: We currently only have 1 face shield. More have been ordered and reportedly will arrive prior to July 13.
- c. There is an adequate supply of hand sanitizer available on site for each office suite and courtroom.
- d. There is an adequate supply of disposable gloves for each office suite

- e. There is an adequate supply of spray disinfectant or wipes in each courtroom to be used for cleaning counsel tables and witness areas after each use.
- f. A protocol is in place for employees to clean and disinfect their personal workstation at the beginning and end of every shift.

9. Signage:

- a. Signage provided by Court Administration is posted at the entrances of courtrooms and court controlled spaces, including the following warnings:
 - i. "Do not enter if any of the following apply..."
 - ii. "Upon entering, please maintain 6' of distance in all directions between yourself and others."
 - iii. "A mask must be worn when entering this space."
 - iv. "The number of people permitted in the courtroom/office is (X)."

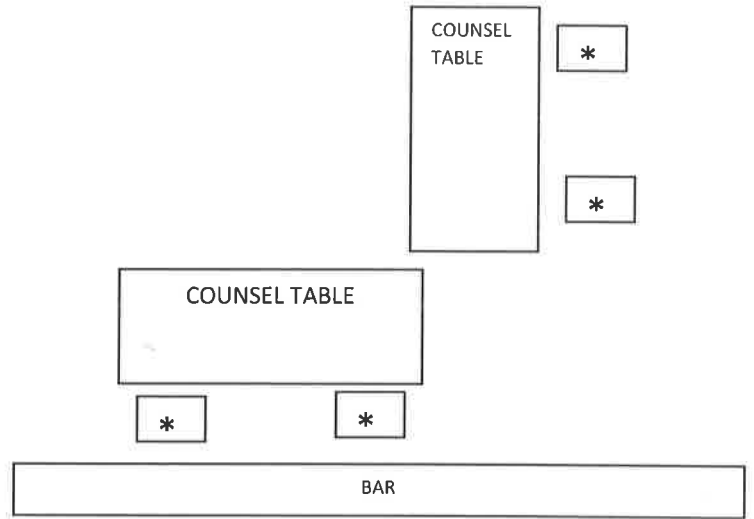
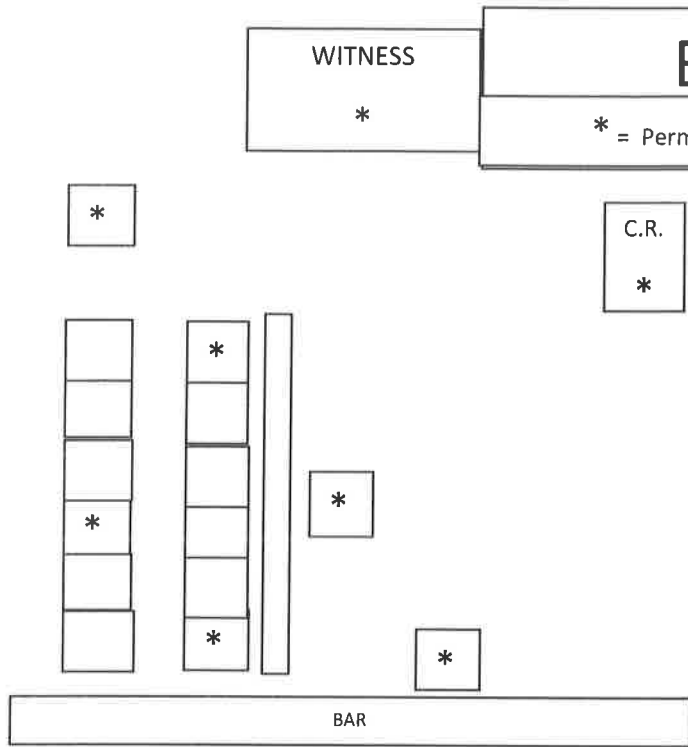
10. Contact Tracing:

- a. The Judicial Branch's policy on contract tracing has been reviewed and will be followed should the need arise.

The responses above accurately reflect the preparations that have been taken for reopening courtrooms and court controlled spaces in the above noted county.

/s/ Roger L. Sailer/s/

Presiding Judge, Crawford County



*	NO	NO	NO	*
NO	NO	NO	NO	NO
*	NO	NO	NO	*
NO	NO	NO	NO	NO
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Crawford County Courtroom (not to scale)